

FALL 2009

Test Administration Directions

Arizona's

*Instrument to Measure Standards
High School*

Test Administrator's Name

PEARSON

AIMS HS



Writing Field Test

AZ00000538

Acknowledgments Cactus Blooms: Copyright © by David Muench/CORBIS
Saguaro Cactus: Copyright © by David Muench/CORBIS
Monument Valley: Copyright © by Bruce Burkhardt/CORBIS

PEARSON



Published under contract with Arizona Department of Education by Pearson. Copyright © 2009 by Arizona Department of Education. All rights reserved. No part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written permission of the Arizona Department of Education.

Table of Contents

Overview for the Fall 2009 Administration of AIMS HS Writing Field Test	1
Students to Be Tested	1
Test Administrator Responsibilities	2
Arrangements Prior to Test Administration	2
Test Materials and Testing Schedule	4
Test Administration Guidelines	8
Student Identification Information	10
Explanation of Test Administration Symbols	11
Administering the Writing Field Test—October 26–30, 2009.	12
Inspecting Test Materials	18
Header Sheets	18
Returning Test Materials	19
Appendix	20
Instructions for Completing the Student Demographic Data Grid	20
Instructions for Completing Testing Accommodations Information	23
AIMS Writing Accommodations	24
Glossary	25

Overview for the Fall 2009 Administration of AIMS HS Writing Field Test

The Fall 2009 administration of AIMS HS includes a writing field test for students in Cohort 2012 in selected schools. AIMS HS Writing Field Test is administered periodically as determined by the Arizona Department of Education.

The writing field test is scheduled for October 26-30, 2009. Schools have flexibility in scheduling the field test within this window. Follow the guidance of your Test Coordinator. The Test Coordinator is responsible for communicating the testing schedule to Test Administrators, parents, guardians, and students.

This document provides directions for the administration of the Fall 2009 AIMS HS Writing Field Test. Directions for the operational Fall 2009 AIMS HS Writing, Reading, and Mathematics tests are located in a different *Directions for Test Administration* document.

Students to Be Tested

Schools selected for participation in the Fall 2009 AIMS HS Writing Field Test must offer the field test to all students in Cohort 2012 (generally 10th graders) except as described below.

Students with significant cognitive disabilities and whose current Individualized Education Program (IEP) designates them as eligible for an alternative assessment, AIMS A, are excluded from the AIMS HS Writing Field Test. Students whose current IEP or 504 plan calls for AIMS testing using a Braille version or a large print version of the test are excluded from the AIMS HS Writing Field Test.

Test Administrator Responsibilities

The Test Administrator is responsible for:

- ☐ participating in training activities scheduled by the Test Coordinator;
- ☐ signing and returning to the Test Coordinator the AIMS Test Security Agreement;
- ☐ adhering to test administration security procedures;
- ☐ reviewing this document in advance of the testing date;
- ☐ receiving test materials from the Test Coordinator;
- ☐ verifying the quantities of test materials received;
- ☐ requesting from the Test Coordinator any additional materials required to test all eligible students;
- ☐ distributing, collecting, and verifying all test materials on testing dates;
- ☐ following the test administration directions exactly as stated in this document;
- ☐ reading aloud to the students the test administration script exactly as stated in this document;
- ☐ completing all necessary demographic information on the student demographic data grid for those students **without** a student bar code label;
- ☐ completing the accommodations information on the inside front cover of the AIMS HS Writing Field Test answer document for students receiving accommodations; and
- ☐ assembling and returning all test materials to the Test Coordinator.

*The Test Administrator **must** follow the directions exactly as stated in this document.*

Arrangements Prior to Test Administration

Test Administration Staff

A Test Administrator should be assigned to each testing room. If the number of students testing in the room requires it, Proctors may also assist the Test Administrator during the administration of the test. Test Administrators and Proctors must be employees of the school.

Preparation of the Room for Testing

AIMS HS is a standardized test. The Test Administrator **must** follow the directions exactly as stated in this document.

AIMS tests are to be administered at Arizona schools. AIMS tests may be administered in a home or hospital setting for a single student. AIMS tests cannot be administered outside of the state of Arizona.

The testing room should be prepared for the test administration prior to the testing date. Good lighting, ventilation, and freedom from distracting noises and interruptions are important for student performance. **All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.**

*All visual aids displayed in the testing room that could assist students while testing **must** be removed or covered completely.*

Arrange student seating so that students cannot easily see the answer documents of others and so that the Test Administrator(s) and Proctor(s) can walk by each student. Students' desks and tables should be cleared of backpacks and unnecessary materials prior to the distribution of tests and answer documents.

Test Administration Security Procedures

It is unethical and shall be viewed as a violation of test security for any person to:

- examine, read, or review the content of any portion of the test;
- disclose or allow to be disclosed the content of any portion of the test before, during, or after test administration;
- discuss any AIMS HS test item before, during, or after test administration;
- allow students access to writing prompts prior to testing;
- allow students to share information during test administration;
- allow students to use scratch paper or extra paper;
- read any parts of the test to students except as indicated in the test administration directions;
- influence students' writing responses;
- change students' writing responses;
- review students' writing rough draft and/or writing final copy;
- photocopy, transcribe, or in any way duplicate any part of AIMS HS Writing Field Test books;
- fail to return all test materials, including unused documents; and
- participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures.

Test Administrators and Proctors may **not** assist students in responding to the writing prompt. Test Administrators and Proctors may **not** translate, reword, or explain any writing prompt. No test item may ever be discussed before, during, or after test administration. (See the Glossary on page 25 in this document for the definition of *item*.) Refer to "Test Preparation and Administration Practices" on the Arizona Department of Education Web site at www.azed.gov/standards/aims/Administering.

*Test Administrators and Proctors **must** sign a copy of the AIMS Test Security Agreement.*

AIMS Test Security Agreement

To ensure the security of AIMS HS Writing Field Test, Administrators and Proctors **must** sign a copy of the AIMS Test Security Agreement obtained from the Test Coordinator or found on the Arizona Department of Education Web site at www.azed.gov/standards/aims/Administering.

Test Materials and Testing Schedule

Test Materials

Test Administrators will receive their test materials from the Test Coordinator. Each Test Administrator should receive from the Test Coordinator an inventory of the number of test books and answer documents that have been delivered. Upon receipt of the test materials, the Test Administrator should count the number of test books and answer documents received. Any discrepancies must be reported immediately to the Test Coordinator.

AIMS HS Writing Field Test books and answer documents are secure documents. For each day of AIMS testing, Test Administrators will collect their test materials from the Test Coordinator at the beginning of each day of testing and return them to the Test Coordinator at the end of each day of testing. While in the possession of the Test Administrator, test materials must be kept in a **securely locked storage facility** except during actual test administration times and until they are returned to the Test Coordinator each day. Test Administrators must follow the proper procedures for ensuring the security of test materials before, during, and after the test administration.

Test Administration Schedule

AIMS HS Writing Field Test must be administered exactly as shown in the following table. The testing schedule must be clearly communicated to parents, guardians, and students in advance. Schools that are not in session during the entire field test window must request permission from the Director of State Test Administration to administer the AIMS HS Writing Field Test on an alternate date.

Test Administrators must follow the proper procedures for ensuring the security of test materials before, during, and after the test administration.

AIMS HS Writing Field Test is not a timed test.

The **approximate time** needed to administer AIMS HS Writing Field Test is shown below. This estimate includes time to distribute materials to students, complete student information on test materials, read directions, and collect and count test materials at the end of each testing session.

Test Administration Dates	Session(s)—Time
Writing Field Test—October 26-30, 2009	1 session—2–2½ hours

The **AIMS HS Writing Field Test** is to be administered in one session of 2 to 2½ hours with a brief stretch break after the first hour. Students may not have access to any electronic devices, including cell phones, from the time they enter the testing room until dismissed.

The testing session is complete only when the allotted time for the session has ended or when all students present have finished the session. Students may be instructed to bring personal reading materials or classwork they can do if they finish the testing session before the allotted time has ended. Students who need additional time beyond the allotted time must be allowed to continue testing immediately following the scheduled testing session. These students may be escorted to another secure testing location at the conclusion of the allotted testing time to finish the testing session. Students must finish the entire AIMS HS Writing Field Test, by the end of the same school day the students started the test.

Students must finish the entire AIMS HS Writing Field Test, by the end of the same school day the students started the test.

Plan to start and finish AIMS HS Writing Field Test testing entirely before lunch or entirely after lunch. Only those students requiring additional time beyond the allotted time should have lunch or another meal while testing on AIMS HS. For these students, the meal should be brought to the student, and the student should remain in the secure testing environment while eating.

AIMS HS Writing Field Test Materials

Fall 2009 AIMS HS Writing Field Test materials to be supplied by the state include:

- ☐ AIMS HS Writing Field Test Books;
- ☐ AIMS HS Writing Field Test Answer Documents;
- ☐ *AIMS HS Writing Field Test Administration Directions*;
- ☐ student bar code labels (Pre-ID labels);
- ☐ Pre-ID Roster;
- ☐ Header Sheets;
- ☐ School Header Lists;
- ☐ Materials Inventory Sheets; and
- ☐ paper bands.

Test materials that **must** be supplied by schools for each testing room include:

- ☐ a supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;
- ☐ a pencil sharpener or an additional supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;
- ☐ a "Testing—Do Not Disturb" sign; and
- ☐ commercially published paper dictionaries and commercially published paper thesauri.

Test Administrators must be sure to have an adequate supply of test materials available prior to testing.

AIMS HS Writing Field Test Books

AIMS HS Writing Field Test books are secure documents and must be returned to Pearson after testing.

Students may use colored pencils, pens, markers, and highlighters to mark in their test books as needed. **Use of scratch paper or extra paper is prohibited.**

Use of scratch paper or extra paper is prohibited.

AIMS HS Writing Field Test Answer Documents

Answer documents are machine-scorable. **Students must use a standard, wooden, graphite-based No. 2 pencil to write their final responses to the writing prompt. Only answers written with a No. 2 pencil will be scored.**

*Students **must** use a standard, wooden, graphite-based No. 2 pencil to write their final responses to the writing prompt.*

Important Precautions for Handling Test Materials

- Do not use any test books or answer documents other than those that correspond to the Fall 2009 administration of AIMS HS writing field test. Documents from other testing programs or from previous AIMS HS test administrations will not be scored.
- Do not photocopy the test books or the answer documents.
- Do not disassemble or pull pages from the answer documents.
- Do not use “sticky” notes, paperclips, tape, staples, or glue on the answer documents.
- Do not insert loose papers into the answer documents.
- Do not tape or glue additional paper into the answer documents.
- Do not allow students to use extra paper to write their responses for the writing test. Only responses that are **handwritten** in pencil on the pages designated “Final Copy” will be scored.
- Do not allow students to use correction fluid on the answer documents. If an error is made in the final response to the writing prompt, the student should erase the error completely and make the correction using a No. 2 pencil.
- Do not allow students to use colored pencils, pens, markers, or highlighters to respond to the writing prompt.
- Do not return test materials that have been contaminated with blood, vomit, or other bodily fluids to Pearson. Follow the directions of your Test Coordinator for the proper handling of contaminated test materials.

Test Administration Guidelines

Defective Test Books and Answer Documents

Defective test books or answer documents (i.e., test books or answer documents that are damaged or incorrectly assembled, or that have pages that are missing or that are out of order) must be replaced immediately. Defective test books or answer documents must be returned to the Test Coordinator at the conclusion of testing.

Students Who Leave the Room During Testing

Students should remain in the testing room during the entire scheduled testing session. However, students may be allowed to go to the restroom, if necessary, during testing. Only one student may leave at a time. The student's test materials must be collected before the student leaves the room and then given back to the student upon returning to the room.

Students Who Leave School During Testing

Students who need to leave school before completing AIMS HS Writing Field Test, including those students who leave due to illness, will not continue the test. The student's test book and answer document are to be returned to the Test Coordinator. The student's answer document is to be returned with the scorable test materials.

Disruptive Students

Students who disrupt testing, refuse to participate, receive help from others, or otherwise engage in behavior not consistent with acceptable classroom behavior should be subject to the disciplinary procedures established by the school for such occurrences. Whenever possible, the disruptive or misbehaving student should be allowed to continue testing in a different location so that other students may test undisturbed. If the student is believed to have participated in cheating, contact the Test Coordinator for guidance.

The Arizona Department of Education recommends that the student's parents or guardians receive written notification of the incident and its consequences.

Monitoring Testing

During the administration of AIMS HS Writing Field Test, Test Administrators and Proctors should move unobtrusively about the room, checking to make sure students are progressing through the test. Students should be allowed to work at their own pace.

Test Administrators and Proctors should:

- ☐ supervise the room at all times during testing;
- ☐ answer student questions that pertain **only** to the clarification of test administration directions;
- ☐ verify that students are writing their final responses to the writing prompt in the proper locations in their answer documents; and
- ☐ check for a large number of erasures—these may indicate that a student is confused about the directions. You may help the student understand the directions, but do not explain concepts, or the writing prompt, or give any other help that could influence the student’s writing response.

When a student has finished the test, the Test Administrator should collect the student’s test materials. Once the test materials have been collected, the student may then read or do classwork silently while waiting for the scheduled test or testing session to end.

See “Test Administration Security Procedures” on page 3 and “AIMS HS Writing Field Test Books” on page 6 and “AIMS HS Writing Field Test Answer Documents” on page 7 in this document for additional guidelines regarding the monitoring of testing.

Use of Resources

Electronic devices, including, but not limited to, computers, calculators, cell phones, digital watches, personal digital assistants, and portable music players, are prohibited during AIMS testing and should not be permitted in the testing room.

Students may use a commercially published paper dictionary and/or a commercially published paper thesaurus for the AIMS HS Writing Field Test, although neither item is required to be used by students. Several copies of each of these items **must** be available in the event students choose to use them.

Refer to “Testing Accommodations: Guidelines for 2009–2010” on the Arizona Department of Education Web site at www.azed.gov/standards/aims/Administering for information regarding the use of resources for students who are eligible for testing accommodations.

Test Administrators and Proctors should move unobtrusively about the room, checking to make sure students are progressing through the test.

Electronic devices including cell phones, should not be permitted in the testing room.

Use of Unacceptable Resources

Test Administrators who observe students using unacceptable electronic resources, including, but not limited to, computers, calculators, cell phones, digital watches, personal digital assistants, and portable music players, are to remove the unacceptable device as soon as possible. **The student must be allowed to continue testing.** After testing is complete, the District Test Coordinator must notify the State Test Coordinator of a possible testing violation. The Arizona Department of Education will determine if a testing violation results in a test invalidation.

Student Identification Information

Student identification information to be completed **by the student** is located on the front covers of the AIMS HS Writing Field Test test books and answer document. Student identification information to be completed by the student includes Student Name, Teacher, School, and District. Prior to test administration, and before distributing test books and answer documents to students, the Test Administrator should write the names of the teacher, the school, and the school district on the board in a visible location. Directions to be read to students regarding the completion of this information are included in this document with the administration directions for the AIMS HS Writing Field Test.

Student Bar Code Labels

Student bar code labels are to be affixed in the proper location on the front covers of the AIMS HS Writing Field Test answer documents. Only student bar code labels provided for the Fall 2009 administration of AIMS HS Writing Field Test are to be used on the AIMS HS Writing Field Test answer documents. Any student bar code labels that are not used during the Fall 2009 administration of AIMS HS Writing Field Test are to be returned with nonscorable test materials.

If a student bar code label is **not** available, the student demographic data grid located on the back covers of the AIMS HS Writing Field Test answer documents **must** be completed. If a student bar code label contains an incorrect SAIS Number, do not use the bar code label but instead complete the demographic data grid for that student. Instructions for completing the demographic data grid can be found in the Appendix on page 20 in this document. If a student bar code label is used, the demographic data grid is **not** to be completed.

For any student who receives standard accommodations, the accommodation information found on the inside front cover of the AIMS HS Writing Field Test answer document **must** be completed **even if a student bar code label is used.** See the Appendix in this document for instructions.

Only student bar code labels provided for the Fall 2009 administration of AIMS HS Writing Field Test are to be used on the AIMS HS Writing Field Test answer documents.

Explanation of Test Administration Symbols

As you read the test administration directions for the AIMS HS Writing Field Test, you will see the following symbols. They are used to guide you through the administration of each test and to help you ensure proper testing procedures throughout each testing session. Please review the test administration directions in advance to become familiar with these symbols and testing procedures.



This symbol indicates the directions you are to read aloud to the students. The text is printed in bold type.



This symbol indicates places where you should use a test book or answer document to show sample items or to make sure students have turned to the correct page.

Text printed in italics *Information that is provided for the Test Administrator and that should not be read aloud to the students is printed in italics.*

Administering the Writing Field Test— October 26–30, 2009

For the writing field test, it is important to note that students must address the writing prompt in their final responses. In addition, although students are not required to use either cursive or printed letters to write their final responses, their responses must be legible. Please be sure to emphasize these points to students where indicated in the test administration directions.

Before distributing the writing field test books and answer documents to students, write on the board the names of the teacher, the school, and the school district.

Distribute the test books and answer documents. The AIMS HS Writing Field Test books and answer documents are a pink color. No AIMS test materials other than these pink documents should be used during this testing session.

SAY

Today you will be taking the AIMS High School Writing Field Test.

While other AIMS tests measure your proficiency on the state standards, the purpose of this test is different. The purpose of today's test is to try out new AIMS HS writing prompts to make certain that they are fair before including them on future AIMS tests. Today's test is really testing these new prompts, not testing you. You will not receive results from the AIMS HS Writing field test. Even so, it is important that you take the test seriously and do your best.

Do not open your test book until I tell you to do so. Talking during the test is not allowed. Electronic devices, such as cell phones and personal music players, are not permitted during the entire testing session. Any student who has any electronic device, including a cell phone, in his or her possession during this testing session may have his or her test invalidated.



Hold up a test book.

SAY

Now, please check the test name on your test book and answer document. The test name at the bottom of the front covers should be "Writing Field Test."

Pause while students confirm the test name on their documents.

Administering the Writing Field Test— October 26–30, 2009 (continued)



Hold up an answer document and point to the lines in the upper right-hand corner of the front cover.

SAY

On the front cover of your answer document, write your name on the line labeled “Student Name.” Complete the lines labeled “Teacher,” “School,” and “District” with the information shown on the board.

Point to the information that you have written on the board.

SAY

Be sure to keep your writing within the boxed area on your answer document. Please do not write in the margins.

Pause. Make sure students complete information correctly.



Hold up a test book and point to the lines in the upper right-hand corner of the front cover.

SAY

On the front cover of your test book, write your name on the line labeled “Student Name.” Complete the lines labeled “Teacher,” “School,” and “District” with the information shown on the board.

Pause. Make sure students complete information correctly.

SAY

Now you will fill in the bubble in your answer document that corresponds to the letter of your test book form. Open your answer document to the inside front cover. In the upper portion of the page, you will find the place to indicate the letter of your writing field test form. Fill in the bubble for the writing field test form indicated on the cover of your test book.

Pause. Walk around the room. Check to make sure students have marked the correct writing field test form in their answer document.

SAY

In your test book, there is a page that contains a writing prompt and pages designated “Prewriting and Planning,” “Draft,” and “Writer’s Checklist.”



Hold up the test book. As you refer to the writing prompt, “Prewriting and Planning,” “Draft,” and “Writer’s Checklist” pages, point to each page.

Administering the Writing Field Test— October 26–30, 2009 (continued)

SAY You will read the writing prompt and then use the “Prewriting and Planning,” “Draft,” and “Writer’s Checklist” pages to plan and write your first draft. What you write on these pages will not be scored.

Pause, and then continue.

SAY Use the Writer’s Checklist as a guide to review your first draft. Make sure you have covered everything on the Writer’s Checklist. This checklist will be used as a guide to evaluate your final response. You may use a dictionary or a thesaurus. You may not use scratch paper or extra paper for any part of this test.

Point to the location in the room where dictionaries and thesauri are stored.



Hold up the answer document. Point to the pages designated “Final Copy.”

SAY When you have finished reviewing your draft, you will write your final response in your answer document on pages 2 and 3 designated “Final Copy.” As you write your final response, be sure to follow these rules:

Use a No. 2 pencil. Do not write beyond pages 2 and 3. Responses extending beyond the space provided will not be scored. Write only on the lines provided.

Your final response may be in cursive or printed letters. However, it is important that your response be legible. It is also important to remember that your work must address the writing prompt provided in the test book.

Pause, and then continue.

SAY Open your answer document to page 1.

Make sure all students have turned to the correct page in their answer documents.

Students **may** use commercially published paper dictionaries and thesauri for the writing test.

Administering the Writing Field Test— October 26–30, 2009 (continued)

SAY ▶ Read along silently while I read aloud.

Please note the following:

- Use a No. 2 pencil.
- Do not write beyond pages 2 and 3.
- Write only on the lines provided.

Are there any questions?

Pause to answer any questions, and then continue.

SAY ▶ Now close your answer document and set it aside for now.

Pause while students close their answer documents, and then continue.

SAY ▶ Follow the directions that appear in the test book. You will begin by planning and writing your first draft in your test book. When you have completed your planning and your draft, write your final response in your answer document on pages 2 and 3 designated “Final Copy.”

When you have finished, be sure to reread your response and make any necessary edits. When you are satisfied with your final response, close your test book and answer document. Place your answer document on top of your test book. Raise your hand, and I will collect your test materials.

You must remain silent until the conclusion of the testing session. This test is not a timed test. If you have not completed the writing field test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete the writing field test by the end of the school day.

Are there any questions?

Pause to answer any questions, and then continue.

SAY ▶ Open your test book to the writing prompt on page 1.

Make sure all students have turned to the correct page in their test books.

Administering the Writing Field Test— October 26–30, 2009 (continued)



You may now read the writing prompt and begin the writing field test. After one hour, you will be asked to stop for a short break.

While students are taking the test, move around the room to make sure students are progressing through the test.

Stretch Break. After one hour, have a stand-and-stretch break. Use the following instructions.



Stop. Close your test book and answer document so that you may stand and stretch. Please do not talk.

At the end of two or three minutes,



Please be seated.

You must remain silent until the conclusion of the testing session. This test is not a timed test. If you have not completed the writing field test at the conclusion of the testing session, you will be allowed to continue working. However, you must complete the writing field test by the end of the school day.

When you are satisfied with your final response, close your test book and answer document. Place your answer document on top of your test book. Raise your hand, and I will collect your test materials.

You will now continue the writing test. Open your test book to the page you were working on before the break and open your answer document to pages 2 and 3.

While students are taking the test, move around the room to make sure students are progressing through the test. As each student finishes the writing field test, collect the student's answer document and test book. Do not allow students to use electronic devices, including cell phones, until after the conclusion of the testing session and all test materials have been collected.

Most students should have time to finish the writing field test during the allotted 2- to 2½-hour testing session. At the end of the 2- to 2½-hour testing session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the writing field test. When all students have finished or the allotted time for the session has ended, proceed as follows:

Administering the Writing Field Test— October 26–30, 2009 (continued)

SAY ▶ This is the end of the writing field test.

*Collect all remaining test materials from the students. All test books and answer documents are secure documents and must be accounted for at the end of each testing session. Missing test books and answer documents **must** be located **prior** to dismissing students. All test materials must be kept in a **securely locked storage facility** until test materials are returned to the Test Coordinator at the end of the testing day.*

Inspecting Test Materials

After the testing, Test Administrators should inspect each test book and answer document to ensure the following:

- ☐ The student has completed his or her name, teacher, school, and district on the front covers of the test book and answer document.
- ☐ Test books and answer documents have been separated into individual stacks. Test books must not contain answer documents.
- ☐ The student bar code label has been applied in the designated location on the front cover of the answer document, or if no student bar code label is available, the student demographic data grid located on the back cover of the answer documents has been completed.
- ☐ The accommodations information on the inside front cover of the answer document has been correctly coded for all students receiving standard accommodations.
- ☐ The student's marks in the answer document have been made with a No. 2 pencil and any erasures are complete and neat. Light marks and marks made with a colored pencil, ink or felt-tip pen, marker, or highlighter cannot be properly scored. These marks should be marked over with a No. 2 pencil.

Header Sheets

Preprinted Header Sheets have been provided for each school. A Header Sheet must be completed for each group's documents. Follow the directions of your Test Coordinator regarding the use of the Header Sheet.

Returning Test Materials

All AIMS HS Writing Field Test test materials, scorable and nonscorable, are to be returned to the Test Coordinator at the end of the testing day.

Scorable AIMS HS Writing Field Test Materials

The following AIMS HS Writing Field Test materials are scorable:

- **Used AIMS HS Writing Field Test Answer Documents**

Test Administrators should arrange the answer documents so that the front covers are facing up. Paperclips or rubber bands must not be used to bind these materials as this would damage their edges. It is helpful, but not necessary, to alphabetize answer documents. Follow the directions of your Test Coordinator regarding the return of scorable test materials.

Nonscorable AIMS HS Writing Field Test Materials

The following AIMS HS Writing Field Test materials are nonscorable:

- **Used and unused AIMS HS Writing Field Test Books**
- **Unused AIMS HS Writing Field Test Answer Documents**
- ***AIMS HS Writing Field Test Administration Directions***

Follow the directions of your Test Coordinator regarding the return of nonscorable test materials.

Appendix

Instructions for Completing the Student Demographic Data Grid

Students With Student Bar Code Labels

If students have student bar code labels, all of the information from the student demographic data grid located on the back covers of the AIMS HS Writing Field Test answer documents is coded within the student bar code labels. The student bar code labels are to be affixed in the designated space on the front covers of the AIMS HS answer documents.

Students Without Student Bar Code Labels

If students do **not** have student bar code labels, the student demographic data grid **must** be completed by the Test Coordinator, Test Administrator, Proctor, or other designated school personnel. The student demographic data grid is **not** to be completed by students. See the following instructions for bubbling demographic data.

Completing the Student Demographic Data Grid

If students do **not** have student bar code labels, use the instructions in this section to complete the student demographic data grid located on the back covers of the AIMS HS Writing Field Test answer documents.

All information on the student demographic data grid must be marked using a No. 2 pencil. It is important to fill in the bubbles completely and to make the marks heavy and dark. Any errors must be completely erased.

A sample of the student demographic data grid.

Using the student's legal name, print the student's last name in the row of boxes under the section for "Last Name." Print only one letter in each box, beginning in the first box on the left. If there are not enough boxes for all of the letters in the student's last name, leave off the letters at the end.

Using the student's legal name, print the student's first name in the row of boxes under the section for "First Name." Do not use a nickname. Print only one letter in each box, beginning in the first box on the left. If there are not enough boxes for all of the letters in the student's first name, leave off the letters at the end.

Using the student's legal name, print the first letter of the student's middle name in the box under the section for "M." Leave the box blank if the student does not have a middle name.

Fill in the appropriate bubble in the column under each letter in the student's name. If there are any blank boxes, fill in the empty bubbles at the top of the column.

B SAIS Number

In the section that says "SAIS Number," enter the student's SAIS Number in the boxes at the top of the columns, beginning in the first box on the left. Fill in the appropriate bubble in the column under each number. **If the student's SAIS Number does not require all of the columns, leave the extra columns blank.**

C School Student ID Number

In the section that says "School Student ID Number," enter the student's local School Student ID Number in the boxes at the top of the columns, beginning in the first box on the left. Fill in the appropriate bubble in the column under each number. If the student's local School Student ID Number does not require all of the columns, leave the extra columns blank.

D Birth Date

In the section that says "Birth Date," fill in the bubbles for the Month, the Day, and the Year for the student's date of birth. For example, if the student was born March 2, 1993, fill in the bubble for the month of March designated by "Mar" in the Month columns, the bubbles for 0 and 2 in the Day columns, and the bubbles for 9 and 3 in the Year columns.

E Cohort

In the section that says "Cohort," fill in the bubble that says "2012." Only students in Cohort 2012 are eligible to participate in the Fall 2009 AIMS HS Writing Field Test.

For all students without a bar code label, the section that says "Cohort" must be completed.

F Gender

In the section that says "Gender," fill in the bubble that corresponds to the student's gender.

G Enrollment

Do not mark the "Not Enrolled" bubble.

Leave the "Not Enrolled" bubble blank for all students who participated in the AIMS HS Writing Field Test.

H Ethnic Background

In the section that says "Ethnic Background," fill in the bubble that corresponds to the ethnic group indicated in the student's SAIS record.

I For Pearson Use Only

Do not mark any bubbles in this section.

Instructions for Completing Testing Accommodations Information

For detailed information on testing accommodations, please see “Testing Accommodations: Guidelines for 2009–2010” on the Arizona Department of Education Web site at www.azed.gov/standards/aims/Administering.

English Language Learners and most students with disabilities are not exempt from AIMS HS testing. However, these students are eligible for certain testing accommodations.

After testing, the Test Administrator or Proctor should use the instructions in this section to complete the Standard Accommodations and Eligibility Criteria data boxes located on the inside front covers of the AIMS HS Writing Field Test answer documents for any student testing with standard accommodations.

The Standard Accommodations and Eligibility Criteria data boxes are to be completed **only** by the Test Administrator or Proctor who witnessed the use of the testing accommodation or who actually provided the testing accommodation.

Students Receiving Standard Accommodations*

<small>This section is to be filled in ONLY by school or district personnel AFTER testing. Refer to directions in the Test Administration Directions.</small>
Standard Accommodations Student received standard accommodations in the following content area: <input type="radio"/> Writing
Eligibility Criteria Student: <input type="radio"/> Has an IEP. <input type="radio"/> Has a 504 plan. <input type="radio"/> Is an English Language Learner.

Fill in the writing bubble in the Standard Accommodations section to indicate that a standard accommodation was used.

If the “Writing” bubble is marked, complete the Eligibility Criteria section. Fill all bubbles that apply.

***If a student did not receive any accommodations, leave all bubbles in both sections empty.**

*These data boxes are to be completed **only** by the Test Administrator or Proctor who witnessed the use of the testing accommodation or who actually provided the testing accommodation.*

*Use of **non-standard** (alternate) accommodations is no longer allowable during AIMS HS testing.*

AIMS Writing Accommodations

The AIMS HS Writing Field Test response for a student who uses assistive technology as an accommodation must be transferred into a standard AIMS HS Writing Field Test answer document for scoring purposes as described below.

- When the student has completed his/her AIMS HS Writing Field Test response using assistive technology, send the response directly to a printer. Do not save the response. Do not email the response. If the writing response was automatically saved, delete the electronic response and empty the computer's recycling bin.
- The Test Coordinator, Test Administrator, Proctor, or other designated school personnel must transfer the print out of the student's response to the student's standard AIMS HS Writing Field Test answer document. The transferred response must be handwritten in No. 2 pencil exactly as produced by the student without changing spelling, punctuation, word choice, or any other aspect of the student's response.
- The student's standard AIMS HS Writing Field Test answer document with the transferred response is to be returned with the school's scorable test materials.
- Place the print out of the student's response inside the student's AIMS HS Writing Field Test book and return with the school's nonscorable test materials.

Only responses that are handwritten in No. 2 pencil on the appropriate pages of a standard AIMS HS Writing Field Test answer document will be scored. The print out of the student's response will not be scored.

Glossary

Arizona's Instrument to Measure Standards High School (AIMS HS)

The test provided for high school students in Arizona. AIMS HS tests specific performance objectives developed by the Arizona Department of Education.

Demographic Data Grid

The page that is used to gather student identification information, which must be completed for students without student bar code labels. Found on the back cover of the AIMS HS answer document.

Dictionary

A book of alphabetically arranged words with definitions. Etymologies, pronunciations, and other information may also be included.

Header Sheet

The form used to provide information to Pearson about a group of students being tested. A "group" normally refers to a single class, a combination of classes in the same cohort, or a group of students being tested with the same cohort.

Item

A multiple choice question or writing prompt included as part of an AIMS test. For multiple choice questions, an item includes both the stem (question) and answer choices. See "Test Administration Security Procedures" on page 3 in this document for the policy regarding AIMS test items.

Pearson

The publishing company that is responsible for providing and scoring test materials for the Arizona Department of Education.

Proctor

An individual who assists the Test Administrator.

School Header List

The form used to provide information to Pearson about the groups being tested in an entire school.

Student Bar Code Label

The label to be affixed to the front cover of the AIMS HS answer document. Student demographic data is coded within the student bar code label.

Test Administrator

An individual, usually a teacher, who is responsible for the administration of the test.

Test Coordinator

An individual who is responsible for distributing test materials, collecting test materials, and organizing testing for a school or district.



Pearson

19500 Bulverde Road

San Antonio, Texas 78259-3701

888-705-9421 | www.pearson.com



AZ00000538

1 2 3 4 5 6 7 8 9 10 11 12 A B C D E